

RECOMMENDATIONS FOR SUBMITTING COMPLETE AND ACCURATE DATA

To get started:

1) **Revalidate Database** (*Tools/Database/Revalidate Database*)

This process reviews the records in your database and verifies the accuracy of lister information and overall accuracy of information. When complete, it produces a report that points out problems with your data in general terms – and can be printed and used as a reference for where to look for problems.

Reports you can use to discover problems/repair data:

- 1) **Record Inventory Report** details the magnitude and amount of records in an instructional program, class, or agency. This provides top-level information that can be further identified using the Incomplete Aggregate Report.
- 2) **Incomplete Aggregate Report** details what is missing and the number of student records, entry records, update records, test records, hours of instructions and missing required fields by each student.
- 3) **Benchmark Summary Report and Benchmark Totals Report** detail the agency's benchmarks attained by priority and instructional program.
- 4) **Benchmark Monitor Report** details at the student level benchmark attainment or non-attainment due to being dropped for lack of information.
- 5) **Benchmark Preliminary Report** details potential benchmark attainment if drop codes not imposed. This report provides information on particular students so that an agency may correct the missing data.
- 6) **Batch Repair** (*Tools/Batch Repair/ *can choose between Test/Entry or Update Records*)
We recommend that you take the default date out and mark valid=no (for Test Records) or complete=no (for Entry & Update Records). Then when you press the requery button, only those records that are invalid or incomplete will appear, and you can correct them one at a time by double-clicking on each.
- 7) **The Progress Reports** (*Reports/Progress/Class Progress*)
Shows you (by class) any students without Update Records
- 8) **The Student Profile Report** (*Reports/Student/Profile*)
This report will display all Entry, Test, and Update Records for a given Student/Student-ID across all classes, sites, and instructional programs; or you can specify a site, program or class and only receive information on students within that sub-classification.
* **Tip:** you can also print the report on an individual student by selecting the student in the student lister, opening that record, and then clicking on the print icon.
- 9) **The Learning Gains Report** (*Reports/Learning Gains/ *can choose between three options*)
Shows you if a pre-test and/or post-test exists for a given student (if the post-test column is blank there is only one test for that student). This report can also be produced by class, site, agency or program.
- 10) **The Class Roster Report** (*Report/Class Structure/Roster*)
This report can be utilized to determine those students with no Entry Record, by class, site or agency.

*If you have any additional questions or need help with the export itself,
please contact CASAS technical support at (800) 255-1036*